

## Records Retention Schedule

### GEORGIA DEPARTMENT OF HUMAN RESOURCES

**Division/Office:** Office of Technology & Support

**Section/Unit:** Information Technology Section  
Telecom Coordination Unit

**Schedule Unit:** Department Wide

**Schedule No.:** 78-0299-A      **Admin. Chg. Date:** 10-15-97

**Record Series Title:** TELECOMMUNICATION CUSTOMER INVOICE /  
NETWORK USAGE DETAIL FILE

**Description:** Documents relating to providing detail invoicing and  
network usage for telecommunication services.

Included are: Customer Invoice Detail and Network Usage detail reports(FACS 427000),  
long distance telephone control log and related documentation.

**File Arrangement:** Varies by organizational entity.

**Retention/Disposition Instructions:**

Cut off files at end of each fiscal year as follows:

- 1) ALL DHR ORGANIZATIONAL ENTITIES (official record copy)  
Hold in current files area for 1 year; transfer to local holding  
area or State Records Center; hold 4 years; then destroy.  
Exception: Records involving any pending legal dispute or  
appeal must not be destroyed until all legal issues are  
resolved.
- 2) INFORMATION TECHNOLOGY SECTION (  
Hold in current files area 6 months; then destroy.

**Confidential:** No-Open Record

**Supersedes:** 78-0299-A (amended 8-23-94)

M97-253

(78-0299-A)

970922-03

**RECORDS RETENTION SCHEDULE NOTIFICATION  
(ADMINISTRATIVE CHANGE OR DELETION)**

TO: DEPARTMENT OF ARCHIVES AND HISTORY - SCHEDULING  
AND  
FOLLOWING DHR RECORDS COORDINATORS AND ALTERNATES

*M 97-253*

RECORDS COORDINATOR	RECORDS ALTERNATE	DIVISION OR OFFICE

☐ ALL DHR DIVISION / OFFICE RECORDS COORDINATORS AND ALTERNATES

FROM DHR POLICY ADMINISTRATION/RECORDS MANAGEMENT UNIT

SCHEDULE NO. SEE BELOW *	NOTIFICATION DATE
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SERIES TITLE  
VARIOUS - SEE SAMPLE SCHEDULES ATTACHED.

APPROVED DATE	ADMINISTRATIVE CHANGE DATE (IF APPLICABLE)
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☒ ADMINISTRATIVE CHANGE-SEE ATTACHED COPY (COPIES) OF CHANGED SCHEDULES. AREAS OF CHANGE ARE HIGHLIGHTED ON ATTACHMENT(S).

☐ IGNORE ANY OTHER SCHEDULES THAT MAY BE SHOWN ON THE ABOVE ATTACHMENTS.

☐ SCHEDULE DELETION

☐ SEE ATTACHED COPY OF "RECORDS MANAGEMENT SERVICES REQUEST"

OR

☐ SEE DELETION EXPLANATION BELOW:

*SWC* *12/2/97* *12/2/97* *12/2/97*  
~~00-001, 00-002, 00-003, 00-004, 00-080, 78-010, 73-499, 73-500, 73-501, 75-115, 78-016, 78-0299-A, 78-301~~  
 78-302, 78-303, 82-378, 84-095, 84-099, 89-060, 89-061, 94-0022 AND 94-0023.

DHR RECORDS MANAGEMENT OFFICER APPROVAL	<i>Herald Poy</i>	DATE: 9-10-97
DEPT. OF ARCHIVES AND HISTORY APPROVAL	<i>Patricia Eschmider</i>	DATE: 12-2-97